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TO : Records Administration Officer

VIA :

FROM :

DATE: 18 June 1962

SUBJECT: Shelf-Filing System

1. The installation of our open-shelf files is now complete, and we are quite happy with the new system. We are pleased with the neatness of our vault and the additional floor space provided by the new files. We do feel, however, if we had selected end-tab folders instead of folders with 3rd position tabs, that our files might be a bit more accessible.

2. The file folders did not arrive [redacted] until 10 May, about a month after the equipment was installed. It was rather awkward working with our old folders in the new equipment in the meantime. For your next installation, I would heartily recommend that delivery of the filing equipment be delayed until the folders have been received at the installation.

3. We greatly appreciate all the assistance and suggestions provided us by you and your staff. Many thanks.

cc: [redacted]